

Exhibition Hire Pack



Dear Exhibitor,

Displayways welcomes the opportunity to help you make the most of your stand and we are proud to be the official display provider for the **ALGIM Information Management / Records Symposium 2014**.

To assist you in preparing your exhibition space, this information pack outlines what will be provided to each Exhibitor and includes images and pricing for our Hire Furniture, Flooring and Colour-Change out options and it also includes ideas on how you can customise your stand further.

Please find enclosed the following:

- Services and Ordering Process
- Shell Scheme Information
- Design & Build Upgrade Information
- Hire Furniture Guide
- Hire Furniture Upgrade Information
- Flooring Order Form
- Panel Colour Change Form
- Hire Furniture Order Form

DUE DATE: Friday 5pm, 27th June 2014

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The Hire Furniture Order Form includes the pricing for all of our Hire Furniture, Display Showcases, Shelving, AV Equipment and Plant Options. Please fill this form out and send back to us if you wish to hire any of these items.

Should you have any queries relating to this event or if you require any further information on our products or services, please do not hesitate to contact me.

I look forward to working with you on this event and assisting you with creating an exciting and successful exhibition display for your company.

Kindest Regards,

Jusmena Kumar
Exhibition Supervisor

Phone: (04) 576 0990 ext 204

Email: j.kumar@displayways.co.nz

Mobile: 027 468 8123



ALGIM Information / Records Symposium 2014

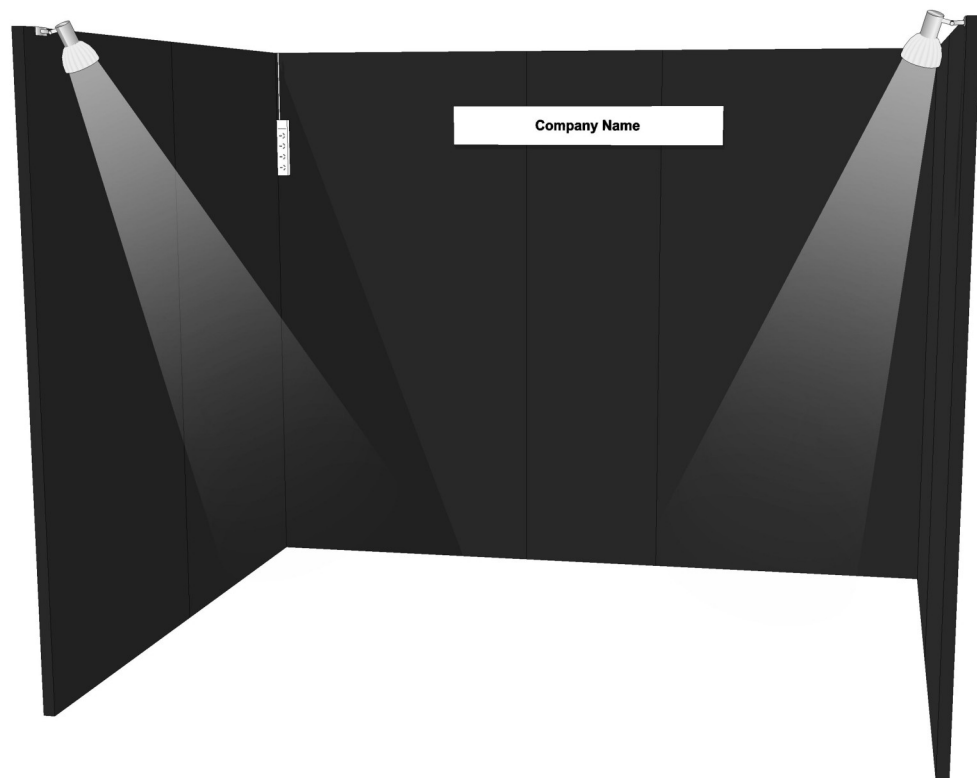
Palmerston North Convention Centre

28 - 29th July 2014

Black Frontrunner

Shell Scheme Package

Image shown is for illustration purposes only.



Included in shell scheme package

Size	3m x 1.2m
Walls	Black Velcro Receptive Panels
Fascia	None
Sign	No name sign provided
Lighting	2 x Adjustable 150W spotlights
Power	1 x 10 Power supply (4 way multi-board)
Flooring	Venue floor

Stand Customization

There are a number of ways we can help you customise your booth including but not limited to:

- Wall colour change out's
- Flooring upgrades
- Additional power and lighting
- Customised signs and graphics
- AV equipment
- Hire furniture

You'll find more information on these options in the following pages. However if you can not find what you are looking for here please contact one of our exhibition coordinators who will be happy to source that item/service for you.

Services and Ordering Process



Once items are requested, we will send out a confirmation of your booking and process the payment. We deliver all hire furniture and equipment directly to your stand and collect it after the event is finished. We ask that you leave all furniture and equipment clean and ready for collection when you leave your site.

To place an order please fill in the relevant order forms and fax or email each one back to us.

Deadlines

To insure we can meet your requirements, please place your order before the cut off dates below:

- Flooring Order Form **DUE DATE: Friday 5pm, 27th June 2014**
- Panel Colour Change Form **DUE DATE: Friday 5pm, 27th June 2014**
- Hire Furniture Order Form (attached separately) **DUE DATE: Friday 5pm, 27th June 2014**

If you have not heard back from us within 5 days, please contact Displayways to check if your order has been received, as we will always send you a confirmation if we have successfully received and processed it.

Additional Charges

- Orders placed after the above deadlines will incur a \$60.00 + GST administration fee
- Orders taken on-site at an event will incur a \$80.00 + GST on-site order fee.
- Any damage to panels/equipment or cleaning required will be charged for accordingly.

Payment Details

All orders must be paid in full, prior to the start of the event, unless you hold a credit account with us.

We accept the following forms of payment:

- VISA/MasterCard
- Diners Club
- AMEX
- Cheque
- Direct Credit.

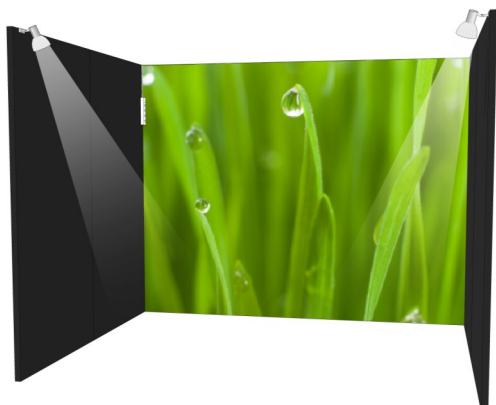
Please Note: Overseas payments which are made by direct credit, will incur an additional NZ\$20.00 Bank Transaction Fee.

Account Holders

If you hold an established account with Displayways, we will require an order number from you, which is added to your invoice and we require full payment by the 20th of the following month.

Shell Scheme

Upgrade Examples



Custom Graphic Back Wall Panels.

This option shows 3 x Full Height Custom Graphic Panels @ 1000mm wide x 2300mm high each.

Custom Graphic Back Wall and Side Wall Panels.

This option shows 7 x Full Height Custom Graphic Panels. 3 x Back Wall Panels @ 1000mm wide x 2300mm high each and 4 x Side Wall Panels @ 1200mm wide x 2300mm high each.



Custom Design & Build Stand @ 3m x 2m.

This option includes Custom Graphic Infills, Storage Counter, Plasma Screen, Black Carpet and Hire Furniture.

Custom Design & Build Stand @ 6m x 3m.

This option includes Graphic Infills, Plasma Screen, Additional Lighting, Hire Furniture and Blue Carpet.



For more examples and ideas on how to make the most of your stand, please visit www.displayways.co.nz or contact one of our exhibition co-ordinators.

Flooring Hire Order Form

ALGIM Information / Records Symposium 2014 Palmerston North Convention Centre 28 - 29th July 2014

If you would like to hire flooring for your booth please fill out this form and email/fax it back to us at j.kumar@displayways.co.nz or (04) 576 0991.

Please note that flooring is subject to availability.

Company :

Stand Number :

Contact Details :

Flooring options - Please tick your selection



**EXPORIB
CARPET**

\$35.00 per s/m

- ☐ Red
- ☐ Green
- ☐ Orange
- ☐ Blue
- ☐ Black
- ☐ Yellow



**EXPOSHOW
CARPET**

\$35.00 per s/m

- ☐ Pink
- ☐ Purple
- ☐ Black
- ☐ Blue
- ☐ Red



**RAISED WHITE
TILES**

\$65.00 per s/m

- ☐ White



ASTROTURF

\$55.00 per s/m

- ☐ Green



**WOOD-LOOK or
WHITE MDF**

\$55.00 per s/m

- ☐ Wood-Look
- ☐ White MDF

Panel Colour Change Hire Order Form

ALGIM Information / Records Symposium 2014

Palmerston North Convention Centre

28 - 29th July 2014

If you would like to order a panel colour change out please fill out this form and email/fax it back to us at j.kumar@displayways.co.nz or (04) 576 0991.

Please note that colour is subject to availability.

Company :

Stand Number :

Contact Details :

Velcro-receptive Colour Change Out Panels @ \$20.00 per lineal metre

Please tick your colour preference

☐

Blue

☐

Grey

☐

Red

☐

Green

☐

Black



Custom Coreflute Graphic Panels @ \$320.00 per lineal metre

Pricing includes installation/dismantle on-site

Please tick for further information

☐

Standard Rental Terms & Conditions

Displayways (NZ) Ltd – Standard Trading Conditions

QUOTATIONS:

Prices quoted are based on prices at date of quotation. Any increases which are beyond our control, in costs of materials and labour after the quotation date shall be to clients account. Unless otherwise stated prices are net and excludes GST, packaging, postage, cartage and freight.

ESTIMATES:

Estimates should be treated as an approximate price only and will not be binding as in a quotation.

DESIGNS:

Unless otherwise agreed in writing we retain the property and copyright in all designs. Development and experimental work is undertaken at the client's expense whether or not an order is subsequently placed. Unless otherwise agreed in writing charges made for initial tooling and setting up do not entitle the client to the dies, moulds, tools, drawings or prints.

4. DELIVERY:

Delivery within 5% of the quantities ordered shall be permissible and the quoted unit cost shall apply. Delivery dates are stated in good faith and we do not accept liability for any delay arising from negligence or default on our part.

5. PAYMENTS:

Accounts are due for payment by the 20th day of the month following the date of delivery. We shall be entitled to make an additional charge for costs incurred in order to meet the delivery date by reason of the client's failure to supply promptly information or materials required for the completion of the order. Interest will be charged on all overdue accounts at the rate of 2.5% per month on the overdue amount. Collection and solicitors fees are to be borne by the Client for recovery of equipment and monies.

PROGRESS PAYMENTS:

After work has been in hand for one month a progress payment up to seventy-five percent of value of work done may be requested. Further progress payments calculated on the same basis may be made from month to month on account of work done until completion of the work unless otherwise agreed in writing prior to work commencing.

DAMAGED TO:

In case of damage to goods in transit we must be notified in writing of the claim within 3 days of receipt of the goods otherwise responsibility cannot be accepted. Any such claim shall be limited to the quoted unit price. Damaged goods returned to us shall be sent freight paid.

OWNERSHIP:

Ownership of the goods is retained by us until full payment is made to Displayways (NZ) Ltd. Until full payment of all monies due by you to us, you shall hold the goods for us as fiduciary owner not withstanding any period of credit allowed by us. If any goods supplied to you are sold or otherwise used by you prior to payment therefore to us, then the proceeds of sale thereof shall be kept separate and shall be our property. Upon default in any payment due by you to us or, either before or after any period of credit expires, upon you becoming insolvent or having a receiver appointed or going into liquidation, we may enter upon the premises where the goods are kept and recover possession of the goods and resell the same. So long as you hold the goods as fiduciary owner you are entitled to sell the goods to third parties in the ordinary course of your business on condition that you hold any claims you have against such third parties.

DELIVERY:

Delivery shall be deemed to be completed upon receipt of the goods by the customer or on arrival at the location specified by the customer. Displayways (NZ) Ltd shall not be responsible for any failure or delay in delivery caused by Act of God, war, strike, industrial stoppage, or unrest, fire, earthquake, shortage of suitable labour or material, unavailability of or delay in transportation, Government Act or any event beyond the Company's control.

RISK:

Not withstanding that ownership in the goods may remain with us all risk in respect of goods supplied shall pass to the customer upon delivery.

EXEMPTION FROM LIABILITY:

We shall not be liable for:

- Any claim for damage to or faults or shortages in goods not notified within 3 days of invoice.
- Loss caused by any factor beyond our control.
- Failure to deliver the goods by any specified dates.
- Loss consequential to any of the above.

Our Liability for defective or damaged goods and loss caused thereby is limited at our option to either:

- Replacing the defective or damaged goods; or
- Refunding the price of the defective or damaged goods rejected.

RENTAL:

HIRE PERIOD AND CHARGES:

In the absence of arrangements to the contrary, hire is chargeable per calendar day, unless otherwise stated, from when the equipment leaves the owner's premises until it returns.

OWNERS RIGHT TO TERMINATE HIRE:

The owner may terminate the hire at any time. The owner will not be responsible to the hirer for any loss he may claim to have suffered in respect of such termination.

The Owner or its servant or servants, agent or agents shall be entitled at all reasonable times to inspect the equipment hired and the hirer hereby gives irrevocable leave and licence to the Owner or its servant or servants, agent or agents to take possession of and remove such equipment and for such purpose to enter the premises of the hirer, and, as the hirer's agent and as his act, to enter upon any premises whereon the equipment or any part thereof may be for any of the aforesaid purposes.

CARE OF EQUIPMENT:

a. The hirer shall take proper care of the equipment and shall indemnify the owner against any damage or loss arising out of its use or theft. It is the hirer's responsibility to satisfy himself that the equipment is suitable for the work intended and that it is used in a way that complies with all statutory requirements. The equipment does not purport to be new stock or equal to new but when sent out all items are understood to be in good condition and fit for normal purposes. An extra charge will be made by the Owner for all cleaning of equipment necessitated, where the same or any of it is returned in otherwise than hygienic condition. Damaged or missing equipment will be charged to the Hirer. Until the equipment is returned to the Owner it shall be at the risk in all things of the Hirer.

INJURY OR DAMAGE TO HIRER OR THIRD PERSONS OR PROPERTY:

The Hirer shall not have any claim against the Owner for loss or damage suffered by the Hirer as a result of the Hirer's use of equipment and further the Hirer will indemnify the Owner against any claim made against the Owner by a third person or other losses arising out of the use of the equipment by the Hirer.

NO ASSIGNMENT OF HIRE AGREEMENT:

This agreement is personal to the Hirer and not capable of assignment by Him. The person accepting this document for and on behalf of the hirer (if not personally the Hirer) warrants that he has the authority of the Hirer to make this contract on the Hirer's behalf and that he is empowered by the Hirer to bind the Hirer to this agreement. The person so accepting hereby indemnifies the Owner against all loss and costs that may be incurred by the Owner arising out of the person so accepting the agreement failing to have such power or authority.

COMPANY NAME: _____

NAME OF SIGNATORY: _____

ACCOUNTS RECEIVABLES EMAIL ADDRESS: _____

SIGNED: _____

DATED: _____